

WORKPLACE BEHAVIOR AND PROFESSIONALISM: KEYS FOR JOB SUCCESS

Satellite Conference and Live Webcast

Thursday, May 31, 2012, 10:00-11:00 a.m. (Central Time)

11:00 a.m.-12:00 p.m. (Eastern) □ 9:00-10:00 a.m. (Mountain) □ 8:00-9:00 a.m. (Pacific)

Conducting workplace professionalism is an important part of business etiquette. Being a professional on the job means duties are performed positively, ethically and without bias or political motivation. Program faculty will discuss ways to create and maintain a professional environment in your office.

FACULTY:

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PROGRAM OBJECTIVES:

1. Discuss why manners matter in the workplace.
2. Understand how to communicate effectively with appearance.
3. Demonstrate telephone, voicemail, and email courtesy.
4. Discuss cubicle conduct.
5. Define multi-cultural awareness.
6. Understand disability awareness.
7. Define being a professional from the inside and out.

CONFERENCE DETAILS:

Target Audience: Alabama Department of Public Health employees

Continuing Education: Accountants 1 hour, Social Workers 1 hour

Registration: www.adph.org/alphtn

Technical Information: To receive complete technical information you must register at www.adph.org/alphtn

Satellite - Live satellite conference on C band (analog).

Webcast - Watch with RealPlayer or Windows Media Player. Test your computer with the "test connection link" at www.adph.org/alphtn

Audio - To listen by phone, call 1-888-557-8511. Enter access code 972-1530 #. Press # again to listen to the conference.

On Demand - Available 2-3 business days after the live broadcast from the On Demand page of our website.

Conference Materials: Posted on our website approximately one week before the program for registered participants.

Conference Details Questions: Call: 334-206-5618

Email: alphtn@adph.state.al.us



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